



CYNTHIA D. BANKS  
Interim Director

## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

April 18, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE OF STATE OF CALIFORNIA EMPLOYMENT  
DEVELOPMENT DEPARTMENT FY 2005-06 WORKFORCE INVESTMENT ACT  
NATIONAL EMERGENCY GRANT STORM FUNDS AND APPROVAL OF THE  
APPROPRIATION ADJUSTMENT  
(FIFTH SUPERVISORIAL DISTRICT) (4-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Interim Director of Community and Senior Services (CSS), or designee, to accept \$188,000 in FY 2005-06 Workforce Investment Act (WIA) National Emergency Grant (NEG) Storm funds from the State of California Employment Development Department (EDD) and to execute all required documents with EDD for the provision of temporary job services to those areas affected by the storms of 2005 in Los Angeles County.
2. Delegate authority to the Interim Director of CSS, or designee, to execute the attached contract (Attachment A) with the Human Services Consortium of East San Gabriel Valley (dba LA Works) in the amount of \$170,000, effective the date of Board approval through June 30, 2006. This contract has been approved by County Counsel. CSS will utilize \$18,000 of the grant funds to cover its administrative costs.
3. Approve the appropriation adjustment (Attachment B) in the amount of \$188,000 to incorporate the State EDD funding into the department's 2005-06 Adopted Budget.
4. Delegate authority to the Interim Director of CSS, or designee, to execute **contract amendments to extend the contract period and/or increase or decrease** the contract amount based on contractor performance and availability of funding provided that: (a) the amount of the change does not exceed 25 percent of the original contract amount; (b) approval of County Counsel and the CAO is

obtained prior to such amendment; and (c) the Interim Director of CSS informs the Board in writing within 30 days after execution that such amendments have been executed. This action will ensure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Severe storms, flooding, debris flows, and mudslides that occurred over the period of December 27, 2004, through January 11, 2005, affected the San Gabriel Valley Mountain areas. On September 30, 2005, the State NEG Storm funds in the amount of \$188,000 have been made available from the Department of Labor to mitigate the damages in the San Gabriel area caused by these storms. The purpose of these funds is to hire temporary workers to assist in the recovery efforts. This grant program will not supersede the existing NEG Wildfires program, but will complement it by providing funding for additional temporary jobs to target areas damaged by the storms of 2005. The NEG Storms Project will run through June 30, 2006. NEG assistance is necessary for the clean-up, debris removal, and trail restoration efforts that are not covered by Federal Emergency Management Agency (FEMA). Although the areas affected by the wildfires of 2003 and the storms of 2005 have some overlap, the priority target for these funds are the storm-affected areas.

### **Implementation of Strategic Plan Goals**

The recommended actions support County Strategic Goal 3: Organizational Effectiveness.

### **Performance Measures**

The NEG program is aligned with the County's Performance Counts! Initiative and the performance measures are the total number of persons enrolled in the program and the total number in temporary disaster recovery jobs obtained

### **FISCAL IMPACT/FINANCING**

The total cost of the recommended actions is \$188,000, and the categories are broken out as follows:

Agency Name	Recommended Allocation
Human Services Consortium of the East San Gabriel Valley (dba LA Works)	\$170,000
CSS Administrative costs	\$18,000
Total	\$188,000



There is no impact on the County General Fund. An appropriation adjustment in the amount of \$188,000 is to be added to the Department's FY 2005-06 Adopted Budget to reflect the additional funding.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under the existing NEG Wildfires Temporary Jobs program, the WIB and the Board of Supervisors had accepted funding totaling \$1,098,982 on January 6, 2004; September 21, 2004; and June 7, 2005. These funds were used to create temporary jobs for NEG-eligible persons for fire disaster recovery efforts to continue the clean-up and to repair damages caused by the wildfires of 2003, which affected the cities of Claremont, Glendora and La Verne.

Through the existing NEG Wildfires program, a total of 33 Temporary NEG workers have been employed to date. As a result of the fire and the subsequent rains, the temporary workers had restored areas such as Pico Canyon in Santa Clarita and the Riparian Channel and Linear Park Trails in La Verne to their pre-wildfire conditions. However, the storms that followed created additional damage to the same areas. The Riparian Channel received an additional four to six feet of debris and silt/mud. In addition, the two bridges (above and below the Pico Canyon public park), one-third of the parking lot, and 150 newly planted trees donated by the Lennar community tree farm were washed away.

Currently the majority of debris and silt/mud has been cleared from the Riparian Channel in La Verne and the flow of water has been restored, which helps to alleviate the mosquito breeding grounds and the possibility of West Nile virus. In Pico Canyon, the lower bridge was roughly rebuilt and completed in May with the help of the NEG Temporary workers, which allowed access to the remainder of the areas affected by the wildfires and storms for continuation of the restoration efforts.

Human Services Consortium of the East San Gabriel Valley dba LA Works, a current contractor under the NEG 2004 Wildfires Temporary Jobs program, was chosen for its proximity/association with the areas covered under the grant.

### **CONTRACTING PROCESS**

The WIB grandfathered all existing One-Stop Centers into the Workforce Investment Area in accordance with the Act, which allows the local board (WIB), chief elected official (Board of Supervisors), and the Governor to approve the continuance of one-stop operators in a One-Stop Delivery System established prior to the enactment of the WIA to provide WIA Adult and Dislocated Worker services.

The Human Services Consortium of the East San Gabriel Valley (dba LA Works) operates a One-Stop Center for Los Angeles County through contracts approved by your Board on June 14, 2005. This agency is a current contractor providing WIA Adult, Dislocated Worker and NEG Temporary Jobs services through June 30, 2006, and will continue to provide disaster recovery services in the affected areas.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

These actions will enhance existing services to dislocated workers, complement current disaster recovery efforts, and assist individuals with employment-related services.

Respectfully submitted,

A handwritten signature in blue ink that reads "Cynthia D. Banks". The signature is fluid and cursive, with the first name "Cynthia" being larger and more prominent than the last name "Banks".

CYNTHIA D. BANKS  
Interim Director

Attachments (2)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
J. Tyler McCauley

APR 18 2006  
30-1101-5 11/0/32  
FILED



COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 325  
No.

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES

APRIL 4 19 2006

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

SOURCES

4-VOTE BA

USESCOMMUNITY AND SENIOR SERVICES  
Assistance - Revenue - Federal - Other  
A01-CS-26555-9001  
\$170,000COMMUNITY AND SENIOR SERVICES  
Assistance - Services and Supplies  
A01-CS-26555-2000  
\$170,000COMMUNITY AND SENIOR SERVICES  
Administration - Revenue - Federal - Other  
A01-CS-26560-9001  
\$18,000COMMUNITY AND SENIOR SERVICES  
Administration - Services and Supplies  
A01-CS-26560-2000  
\$18,000JUSTIFICATION

Reflects increased National Emergency Grant funding: Storm Funds



CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

19

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

No. 310

APRIL 5 2006

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER



# COUNTY OF LOS ANGELES

## WORKFORCE INVESTMENT ACT NATIONAL EMERGENCY GRANT(NEG) STORM CONTRACT

*By and Between the County of Los Angeles,  
and Human Services Consortium of the East San Gabriel Valley  
dba LA Works*

Contract # Adult: \_\_\_\_\_  
Dislocated Worker: \_\_\_\_\_  
Amendment/Mod #: \_\_\_\_\_

**COUNTY OF LOS ANGELES  
WORKFORCE INVESTMENT ACT GRANT  
NATIONAL EMERGENCY GRANT PROGRAM**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 2006, by and between the County of Los Angeles, by and through its Department of Community and Senior Services ("CSS"), and **Human Services Consortium of the East San Gabriel Valley dba LA Works** ("Contractor").

**PREAMBLE**

**WHEREAS**, the Workforce Investment Act, National Emergency Grant Program (Public Law 105-220) (hereinafter, the "Program"), to create temporary jobs through the One-Stop delivery system to assist in the cleanup and restoration of damage caused by the storm disaster of 2004; and

**WHEREAS**, the County has received funding under the Program to support Program activities administered by the County within its jurisdictional boundaries; and

**WHEREAS**, on \_\_\_\_\_, the Board of Supervisors authorized CSS to enter into an agreement with the Contractor for the purpose of providing services to eligible participants under the Program.

**NOW, THEREFORE**, for and in consideration of the foregoing premises and for the express intention of carrying out the purposes of the Program, as administered by the County, the parties do hereby agree as follows:

**SECTION 1. APPLICABLE DOCUMENTS.** (a) This Contract consists of this 5-page document and the following exhibits, inclusive:

- (1) Standard Terms and Conditions (Exhibit A)
- (2) Statement of Work (Exhibit B)
- (3) Budget (Exhibit C)



(4) Auditor Controller Handbook (D)

(b) In the event of any conflict in the definition or interpretation of any word, responsibility, or contents of a deliverable product or service between this five-page document and the exhibits attached hereto, said conflict or inconsistency shall be resolved first in favor of Exhibit B (Statement of Work) and then in favor of Exhibit A (Standard Terms and Conditions) to this Contract.

**SECTION 2. CONTRACTOR OBLIGATIONS.** (a) Contractor shall comply with all terms and conditions of this Contract (including all terms contained in the exhibits hereto), and those imposed and required by the County, Employment Development Department and the Department of Labor, and relevant Program provisions, implementing regulations, grant requirements, rules and policies (which may from time to time be amended, modified or revised by the Funding Source).

(b) In addition to other obligations set forth in this Contract, and subject to County oversight, the Contractor shall perform those activities identified in the Statement of Work (Exhibit B).

(c) Prior to execution of this Contract, Contractor shall fully comply with **§ 401** (Conditions Precedent to Execution of Contract) of the Standard Terms and Conditions (**Exhibit A**). Absent compliance with **§ 401** and execution of the Contract, Contractor shall not be authorized to provide services set forth in **Section 2**, and shall not be entitled to payment for any services rendered prior to execution of the Contract.

(d) Accurate and complete invoices shall be submitted by Contractor to the County Program Manager, no later than the 5<sup>th</sup> working day of the month immediately following the month in which the services invoiced were rendered or the actual expenditures invoiced were incurred. In the event accurate and complete invoices are not timely submitted, the County may decline payment of a portion or all of the amount invoiced.



**SECTION 3. COUNTY FISCAL OBLIGATION.** The County agrees to reimburse the Contractor for satisfactory provision of services identified in the Statement of Work (**Exhibit B**) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to the Contractor by the County shall not exceed one hundred seventy thousand and eighty nine dollars (\$170,089) during the term of this Contract.

**SECTION 4. PROGRAM MONITORING.** (a) Contractor shall comply with all provisions of this Contract addressing Program monitoring of the Standard Terms and Conditions (**Exhibit A**).

(b) The County intends to perform contract compliance reviews and program monitoring pursuant to CSS policies and procedures. In accordance with such policies, it is contemplated that CSS will conduct periodic reviews and monitoring no less than quarterly during the term of the Contract. This section shall not be construed, interpreted nor deemed to waive or otherwise limit the Contractor's monitoring obligations and responsibilities set forth in this Contract, nor is it intended to create any obligation on behalf of the County or any right or benefit for the Contractor.

**SECTION 5. TERM.** The term of this Contract shall commence on \_\_\_\_\_, 2006 and terminate no later than June 30, 2006, except as otherwise provided in this Contract.

**SECTION 6. CONTRACT ADMINISTRATION.** (a) The County Program Manager who shall be responsible for administering the Program-related provisions of the Contract on behalf of the County shall be Josie Marquez, Director, Workforce Development and/or such other person designated by the Director.

(b) The Contractor's Program Manager, who shall be responsible for administering the Contract on behalf of the Contractor shall be Jorge Hernandez, Client Services Manager.  
[Name] [Title]

**Notices:** Unless otherwise set forth in this Contract, notices required or permitted to be given under the terms herein or by any law now or hereafter in effect, shall be sent to:

County of Los Angeles  
Community and Senior Services  
3175 West Sixth Street  
Los Angeles, CA 90020-1798

Attention: Jorge Hernandez

(Title)

1

**IN WITNESS WHEREOF**, the County of Los Angeles, by and through its Department of Community and Senior Services, and the Contractor have caused this Contractor to be executed on their behalf by their duly authorized representatives.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
Cynthia D. Banks, Interim Director  
Community & Senior Services

Approved as to Form:

RAYMOND G. FORTNER, JR.  
County Counsel

By: \_\_\_\_\_  
Deputy

**CONTRACTOR**

By: \_\_\_\_\_  
(Signature)

Salvador R. Velasquez  
(Print or Type Name)

Chief Executive Officer  
(Title)



**LA Works WorkSource Center  
National Emergency Grant  
Statement of Work**

Background: LA Works is a Joint-Powers Agency for 11 cities in the San Gabriel Valley area that administers the One-Stop Worksource Center for the eastern San Gabriel Valley area. The majority of Agency funds are Workforce Investment Act funds, secured through the Dept. of Labor and the County of Los Angeles, Dept. of Senior and Social Services. LA Works also administers several community beautification projects and home improvement Projects for local cities. Los Angeles County approached LA Works offering additional National Emergency Grant (NEG) funding earmarked to assist local communities that were affected by the severe winter rainstorms and flooding that occurred in December 2004 through January 2005. Our NEG project couples job training with restoration services for the areas that were affected by the floods. Our services provide manpower for various flood related restoration projects within the cities of La Verne and Glendora.

NEG: The Department of Labor set-aside funds for the National Emergency Grant (NEG) program, designed to assist communities suffering from natural disasters. The funds are to be used for job training and labor to mitigate the effects of such disasters. Los Angeles County contracted with LA Works to utilize some of the NEG funds allocated to LA County, to assist various communities that were affected by the floods. The County of Los Angeles is awarding LA Works a total of \$170,000 in NEG Storm funding to create temporary jobs for dislocated workers to restore public infrastructure damaged by the severe winter storms. LA Works is coordinating restoration projects with the cities of La Verne and Glendora. LA Works anticipates receiving the NEG Flood Grant in March 2006, which will be in effect until June 30, 2006.

Project Proposal: LA Works, in collaboration with the cities of La Verne and Glendora, will create temporary jobs to help restore public infrastructure, and repair washed-out roads and trails within various parks and public recreation areas that were severely damaged as a result of the floods. The communities in our area are anxious for help with their restoration efforts. LA Works will recruit WIA qualified workers to receive eligibility screening, assessment, case management, job training and placement services in accordance with the Workforce Investment Act. These participants will work on the specific projects, listed below, to meet the needs of the communities affected by the floods. LA Works plans to hire 24 participants and three supervisors to work on projects under this Program. Participants will be paid an hourly wage of \$13 per hour and each participant will not exceed the established wage cap of \$12,000. LA Works expects to hire three crew supervisors at an hourly wage of \$16 per hour.

Projects within the Cities of La Verne and Glendora:

The tremendous damage caused by the fires that ravaged this area, and the heavy winter rains that occurred in 2004, created a considerable amount of erosion in the burned hillsides. Several of our community hiking and recreational trails have signs of heavy erosion and are in need of clean up from mudslides that occurred due to the heavy rains. The trails have been impacted with silt, mud and debris from the surrounding hillsides. The creeks and waterways have been seriously eroded due to the run off from the burned areas. These cities are in desperate need of clearing these areas and repairing the damage to their public park trails. Below is a list of the trails affected by the recent rains:

<u>City of La Verne</u>	<u>Total Distance</u>
Heritage Park Trail	1049 feet
Marshall Canyon Trail	2965 feet
Los Encinos Park Trail	1276 feet
Summit Road	523 feet
Golden Hills Wilderness Park Trail	1507 feet
Stephen Ranch Road Trail	926 feet
Live Oak Park Trail	1000 feet
Linear Park North & South Trail	2251 feet
Arrow Highway Bike Path	1000 feet

<u>City of Glendora</u>	<u>Total Distance</u>
Big Dalton Canyon Camp	2 miles

The washed-out road has to be repaired, the damaged trails have to be rebuilt, and rocks and debris within the water streambed in the camping area have to be removed. The Day Camp Building and restroom(s) walls that were damaged, due to flooding and erosion, have to be repaired. [THIS IS A BIT CONFUSING. WHY ARE THERE 2 TRAILS LISTED BELOW? AGAIN, NEED TO OUTLINE THE EXPECTATIONS UNDER THIS CONTRACT]

Coulter Pine Trail	2 miles
Native Rock Trail	150 feet

Description of Process, Timeline and Equipment Needed



The process of hiring the most appropriate individuals for this endeavor will include outreach and recruitment, which will be conducted through the assistance of the LA Works staff and the Employment Development Department. The Employment Training Specialists, along with the Career Connection's staff, will review client records from the talent bank and will select those individuals who qualify, based on the NEG program criteria, whose goals and objectives are in keeping with what the job requires. In addition, LA Works will develop orientation workshops that would detail, for the participants, the specifics of the position and the program parameters. LA Works will also create literature about the position that will then be advertised throughout the various areas within our communities and our Partners. It should be emphasized that the recruitment process will be done in collaboration with the majority of LA Works' mandated partners. These partners include the Employment Development Department (EDD), the Department of Public Social Services (DPSS), the United American Indian Involvement (UAI), the Department of Rehabilitation and GAIN. Recruitment and outreach efforts will include visiting and speaking at workshops conducted by these agencies, including EDD through their West Covina and Pomona branches that serves individuals that have been laid-off and qualify as Dislocated Workers. Those individuals that have been recruited in this phase of the process are then referred to the Eligibility Specialists, who will ensure that these individuals qualify based on the program's guidelines.

Based on the scope of the project, the Program Manager will purchase appropriate equipment/tools and/or lease appropriate equipment required to complete the work identified above. In addition, crewmembers will receive a basic uniform, along with work safety equipment (work boots, leather gloves, hat, safety vest, and safety glasses). The crew will be working with hand tools such as picks, hoes, shovels, rakes, wheelbarrows, loppers and gas powered weed whackers. Safety is of the highest concern; so crewmembers will receive a safety orientation, learn safety practices in handling/operating the equipment identified above. The crew will be expected to wear safety equipment at all times. A request has been sent to the Dept. of Labor for approval to utilize a bobcat for the projects, where the mudflow is too significant to remove by hand. The work crew supervisor will consult with the City of La Verne and the Glendora Parks and Community Services Parks Managers, who will have supervisory oversight of the work of the project.



# **EXHIBIT C**

## **LOS ANGELES COUNTY**

### **National Emergency Grant Program**

#### **CONTRACT BUDGET FORMS**

**PY 2005-2006**

- ☐ BUDGET INFORMATION SUMMARY
- ☐ LINE ITEM BUDGET
- ☐ COST ALLOCATION

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NEG Program  
BUDGET INFORMATION SUMMARY**

Legal Name of Contractor Human Services Consortium of the ESGV

Contract #/Amd #:

Prepared by: Richard Jewik

Contract Period: 04/01/06 to 06/30/06

**A. COST ACTIVITY SUMMARY**      TOTAL COST: \$170,089

ADMINISTRATION CAP 3% \$5,103

**B. MONTHLY EXPENDITURES OF COSTS BY ACTIVITY (CUMULATIVE)**

	JAN-JULY 04	JULY 04- JUNE 05	JULY 05	AUG 05	SEPT 05	OCT 05	NOV 05	DEC 05	JAN 06
Participant Wages	0	0	0	0	0	0	0	0	0
Participant Fringe Benefits	0	0	0	0	0	0	0	0	0
Support Services	0	0	0	0	0	0	0	0	0
All Other Program Costs	0	0	0	0	0	0	0	0	0
Admin. Cost (3%)	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0

	FEB 06	MAR 06	APR 06	MAY 06	JUN 06				
Participant Wages	0	0	53,352	80,028	106,704				
Participant Fringe Benefits	0	0	11,709	17,563	23,417				
Support Services	0	0	1,361	2,041	3,810				
All Other Program Costs	0	0	15,544	23,316	31,088				
Admin. Cost (3%)	0	0	2,535	3,803	5,070				
<b>TOTALS</b>	0	0	84,501	126,751	170,089				

**C. ALLOCATIONS BY SUPERVISORIAL DISTRICT**

Supervisory District 1	Supervisory District 1	Supervisory District 1	Supervisory District 1	Supervisory District 1	Total
				\$170,089	\$170,089

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
LINE ITEM BUDGET SUMMARY**

**Contract #/Amd #:**

Agency Name: Human Services Consortium of the ESGV

Phone Number: 626-960-3964

Prepared By: Richard Jewik

Date Prepared: 02/01/06

LINE ITEM EXPENDITURES	TOTAL WIA COST	ADMIN. COST ≤ 3%	PROGRAM COST
<b>PERSONNEL COSTS</b>			
Participant Salaries & Wages	\$ 106,704		\$ 106,704
Participant Fringe Benefits	\$ 23,417		\$ 23,417
Salaries & Wages	\$ 22,532	\$ 3,056	\$ 19,476
Fringe Benefits	\$ 5,515	\$ 807	\$ 4,708
Sub-Total Personnel Costs	\$ 158,168	\$ 3,863	\$ 154,305
<b>NON-PERSONNEL COSTS</b>			
Facility (Rent / Lease) inc Utilities and Maint	\$ 2,875	\$ 575	\$ 2,300
Utilities (telephone, ISP, gas, electricity, water)			
Janitorial Services / Maintenance Repairs			
Equipment (Purchase/ Lease)	\$ 1,340		\$ 1,340
Indirect Cost Rate - attach current approved ltr. from Cognizant Agency			
Office supplies (General Office)	\$ 2,125	\$ 400	\$ 1,725



**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
LINE ITEM BUDGET SUMMARY**

**Contract #/Amd #:**

Agency Name: Human Services Consortium of the ESGV

Phone Number: 626-960-3964

Prepared By: Richard Jewik

Date Prepared: 02/01/06

LINE ITEM EXPENDITURES	TOTAL WIA COST	ADMIN. COST ≤ 3%	PROGRAM COST
<b>NON-PERSONNEL COSTS (continued)</b>			
Testing Materials (e.g. Background Checks)			
Insurance (name specific insurances charged)			
Travel related cost (mileage, lodging, meals)	\$ 1,547	\$ 237	\$ 1,310
Support Services	\$ 3,809		\$ 3,809
Program Cost – Advertising, Marketing, etc	\$ 100	\$ 13	\$ 87
Professional Service/Consultant	\$ 125	\$ 18	\$ 107
Profit (for PROFIT organizations only)			
- Other (specify)			
- Other (specify)			
Sub-Total Non-Personnel Costs	\$ 11,921	\$ 1,243	\$ 10,678
<b>GRAND TOTAL</b>	<b>\$ 170,089</b>	<b>\$ 5,106</b>	<b>\$ 164,983</b>

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
NON-PERSONNEL SCHEDULE**

**Contract #/Amd #:**

Agency Name: Human Services Consortium of the ESGV

Phone Number: 626-960-3964

Prepared By: Richard Jewik

Date Prepared: 02/01/06

Include tenant improvement costs that are additional to your monthly lease. Also include all subcontractor costs.

LINE ITEM EXPENDITURE	DESCRIPTION / JUSTIFICATION (SHOW CALCULATIONS BELOW )	WIA TOTAL COST	ADMIN. COST ≤3%	PROGRAM COST
Facility Cost	Cost Pool Allocation	\$ 2,875	\$ 575	\$ 2,300
Equipment	Shovels, weed wackers and others as needed	\$ 1,340		\$ 1,340
General Office	Cost Pool Allocation	\$ 2,125	\$ 400	\$ 1,725
Travel and Training	Travel to/from work site, training as needed for specific site needs	\$ 1,547	\$ 237	\$ 1,310
Support Services	Hard Hats, boots, gloves, face shields, small tools, etc	\$ 3,809		\$ 3,809
Program Cost – Advertising, Marketing, etc	Cost Pool Allocation	\$ 100	\$ 13	\$ 87
Professional Service	Cost Pool Allocation	\$ 125	\$ 18	\$ 107

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
PERSONNEL SCHEDULE**

**Contract #/Amdt #:**

Agency Name: Human Services Consortium of the ESGV

Phone Number: 626-960-3964

Prepared By: Richard Jewik

Date Prepared: 02/01/06

POSITION TITLE	MONTHLY SALARY RATE (A)	NUMBER OF MONTHS (B)	% TIME SPENT (C)	TOTAL WIA COST (A x B x C)	WIA COST ADMIN. ≤3%	PROGRAM COST	
						PARTICIPANT	AGENCY
Supervisor	2,736	3	66.67%	\$ 5,472			\$ 5,472
Supervisor	2,736	3	66.67%	\$ 5,472			\$ 5,472
Supervisor	2,736	3	66.67%	\$ 5,472			\$ 5,472
Client Services Mgr	6,292	3	4.00%	\$ 755			\$ 755
Case Manager	5,000	3	3.00%	\$ 450			\$ 450
Case Manager	5,000	3	3.00%	\$ 450			\$ 450
Eligibility Supervision	4,712	3	3.00%	\$ 424			\$ 424
CFO	7,825	3	4.50%	\$ 1,057	\$ 1,057		
Accountant	4,967	3	4.50%	\$ 671	\$ 671		
Contract Specialist	3,100	3	4.00%	\$ 372	\$ 372		
CEO	9,100	3	3.50%	\$ 956	\$ 956		
COO	8,188	3	3.99%	\$ 981			\$ 981
*Use additional pages if needed Carry Totals to last page				<b>Salary Sub- Totals</b>	\$ 22,532	\$ 3,056	\$ 19,476



FICA					
State Unemployment Insurance	\$	204	\$	30	\$ 174
Workers Compensation	\$	564	\$	83	\$ 481
Other (Please List) (e.g., Health, Pension, SDI, Life, Disability, Dental)	\$	4,747	\$	694	\$ 4,053
Employer Benefits Subtotal	\$	5,515	\$	807	\$ 4,708
<b>Total Personnel Cost (Salaries And Benefits)</b>	\$	28,047	\$	3,863	\$ 24,184

**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
CONSULTANT SCHEDULE**

Contract #/Amd #:

Agency Name: Human Services Consortium of the ESGV

Phone Number: 626-960-3964

Prepared By: Richard JewikDate Prepared: 02/01/06

POSITION TITLE (1 STAFF PER LINE)	ANNUAL SALARY RATE (A)	% TIME SPENT (B)	TOTAL WIA COST (A X B)	WIA COST ADMIN. ≤3%	PROGRAM COST
*Use additional pages if needed Carry Totals to last page			Salary Subtotals		

**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT  
CUSTOMER INVESTMENT PLAN  
REVENUE LISTING - Fiscal Year 2004-2005**

**Contract #:** \_\_\_\_\_

Agency Name: Human Services Consortium of the ESGV

Prepared by: Richard Jewik Date Prepared: 02/01/06

List all revenue coming to the WorkSource (Include foundation grants and donations)

	<b>Revenue Source (Grant Title)</b>	<b>Dollar Amount</b>	<b>Grant Period Month /Day/ Year</b>
1.	WIA Adult	1,256,416	07/01/05-06/30/06
2.	WIA Dislocated	1,770,694	07/01/05-06/30/06
3.	WIA Youth	1,159,563	07/01/05-06/30/06
4.	CalWorks	279,201	07/01/05-09/30/05
5.	NEG	519,831	01/06/04 to 06/30/05
6.	Rapid Response	137,860	07/01/05-06/30/06
7.	NEG Training	72,000	????????????????
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>TOTAL</b>		<b>\$5,195,565</b>	



**COUNTY OF LOS ANGELES - COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT**

**PERSONNEL JOB DESCRIPTION**

(Complete a separate form for each program title/budgeted position)

**AGENCY NAME:** Human Services Consortium of the ESGV

**PROGRAM:** NEG

**Directions:** Provide a concise summary of job responsibilities\technical skills for each position charged to this program. Separate duties under Administrative or Program

**STAFF JOB DESCRIPTIONS**

**ACCOUNTANT**

Under supervision of the Chief Financial Officer, performs technical accounting and bookkeeping work; maintains books of account; compiles and reviews records and reconciles financial transactions; assists in preparing financial reports; assists in conducting subcontractor program reviews for compliance with WIA regulations; and does related work as assigned.

**CASE MANAGER**

Develops a plan of service with participants and takes responsibility for assessing, directing, coordinating and monitoring resources needed to meet the training, education, and other needs of the participant. Identifies the responsibilities of the participant and follows through with all plans to successful completion

**CHIEF FINANCIAL OFFICER**

Under the direction of the Chief Executive Officer, plans, organizes and coordinates financial and fiscal services of LA WORKS; serves as a member of LA WORKS management team. Conducts subcontractor finance reviews for compliance with WIA regulations. Acts on behalf of the Chief Executive Officer as assigned. Supervises the Accountant position.

**CHIEF OPERATING OFFICER**

Supervises the planning, organizing and direct operational activities of the WIA Training Program, Eligibility Department and the Community Services Department. Serves as a member of the LA Works management team. Act on behalf of the Chief Executive Office ass assigned.

**CLIENT SERVICES MANAGER**

Under the direction of the Chief Executive Officer, supervises the staff and operations of the Client Services department. Provides supervision, direction and training and oversight to Employment Training Specialists, Client Services Coordinators and support staff. Ensures the maintenance of participant records and files in accordance with federal and local guidelines; reviews program statistics and program operations to ensure the effective implementation of operational policies and plans.

### **CONTRACT SPECIALIST**

Responsible for contract development, modifications and amendments, cost allocation plan preparation and maintenance, and other related administrative duties as assigned.

### **ELIGIBILITY SPECIALIST/ SUPERVISOR**

Under supervision, conduct eligibility determinations of applicants for the Workforce Investment Act (WIA) programs. Administers various forms of testing, evaluation and determination of applicants' need for available services. Completes required documentation in a clear and consistent manner; in the preparation of applicants' completed file.

### **MAINTENANCE WORKER**

Under general supervision, does unskilled manual labor in the maintenance, repair and landscaping of private not for profit property.

### **SUPERVISOR / SUCCESS NETWORK SUPERVISOR**

Trains and directs adult laborers in grounds maintenance, manual labor in the maintenance, repair and landscaping of private not for profit property and other related duties as assigned.

### **CHIEF EXECUTIVE OFFICER**

*Admin:* Subject to policy determination of the governing board, plans, organizes and directs LA WORKS programs and operations. Serves as the Chief Executive Officer and the head of LA WORKS management team.

# **EXHIBIT E**

## **LOS ANGELES COUNTY National Emergency Grant Program**

### **PERFORMANCE REQUIREMENTS LA Works**



**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
NATIONAL EMERGENCY GRANT**

**PERFORMANCE REQUIREMENTS**

<b>List of Temporary Job Categories to be Employed with Southern California Flood NEG Funds</b>		
<b>Job Title</b>	<b>Hourly Wage</b>	<b>Approximate Number to be Hired</b>
1. Maintenance Crew Worker	\$13.00	24
2. Maintenance Crew Supervisor	\$16.00	3
3.		
4.		
5.		
6.		
7.		
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20.		

SEP 30 2005

50:59:llc:9519

Ms. Josie Marquez, Director  
Los Angeles County Department of Community  
and Senior Citizens Services  
3175 West Sixth Street, Room 406  
Los Angeles, CA 90020

Dear Ms. Marquez:

**NATIONAL EMERGENCY GRANT/STORM**

This letter is to inform you that the Los Angeles County Department of Community and Senior Citizens Services, the local Workforce Investment Area for Los Angeles County, has been awarded \$377,976 to create temporary jobs to assist in the cleanup and restoration as a result of the storm disaster, FEMA DR-1577. These funds are being provided in two increments. The first increment of \$188,988 has already been awarded in Subgrant No. R692479.

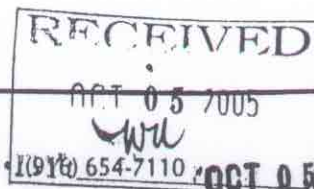
If you have any questions please contact Ms. Norma McKay, Unit Manager, at (916) 654-6873.

Sincerely,



NICK SUMMERFIELD  
Southern Program Section Manager

cc: Larry Scaramella, MIC 50  
Martie Evans, MIC 88  
Norma McKay, MIC 50





Patrick W. Henning, Director



Arnold Schwarzenegger  
Governor

August 16, 2005

69:130

Ms. Josie Marquez  
Director  
LA County Department of Community & Senior Services  
3175 West Sixth Street, Room 406  
Los Angeles, CA 90020

Dear Ms. Marquez:

WORKFORCE INVESTMENT ACT (WIA) SUBGRANT AGREEMENT R692479

Enclosed is a copy of modification number three of your PY 2005/2006 WIA Subgrant Agreement. This modification incorporates **National Emergency Grant funds** into grant code 753 for the Southern California Storms project.

If you have any questions, please contact your Regional Advisor.

Sincerely,

*File*

/s/ DAVE REXIUS  
Manager  
Financial Management Unit

Enclosure

cc: Ms. Gloria Molina, Chair  
Martha Overman, MIC 69  
Larry Scaramella, MIC 50

AUG 23 RECD



Cleared -KS  
CSG  
WIA  
8-9-05

Dist.

WIA SUBGRANT AGREEMENT

LOS ANGELES COUNTY

REGISTRATION NO: R692479  
MODIFICATION NO: 03

SUBGRANTOR: State of California  
Employment Development Dept.  
Workforce Investment Division  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001

SUBGRANTEE: LOS ANGELES COUNTY  
3175 WEST SIXTH STREET, RM 406  
LOS ANGELES, CA 90020  
GOVERNMENTAL ENTITY: YES

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Subgrantor, and the LOS ANGELES COUNTY, hereinafter the Subgrantee. The Subgrantee agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved WIA Local Plan for the above named Subgrantor filed with the Subgrantor pursuant to the Workforce Investment Act (WIA). This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

Funding Detail Chart  
Title I-D (TITLE I NAT'L RES. EMERG.)  
National Emergency Grant Funds - Storms 2005  
General Comments & Conditions of Grant  
Questions & Answers Related to Disaster Grants  
Exhibit CC 6 pages  
Exhibit DD 8 pages

Exhibit AA, pages 1 through 1  
Exhibit GG, pages 1 through 1

ALLOCATION(s):

The Subgrantor agrees to reimburse the Subgrantee not to exceed the amount listed hereinafter "TOTAL":

PRIOR AMOUNT: \$34,768,068.00  
INCREASE/DECREASE: \$188,988.00  
TOTAL: \$34,957,056.00

TERMS OF AGREEMENT:

From 04/01/2005 to 06/30/2007

Terms of Exhibits are as designated on each exhibit

PURPOSE:

To incorporate \$188,988 of National Emergency Grant funds into grant code 753 for the Storms 2005 project.

APPROVED FOR SUBGRANTOR (EDD) (By Signature)

APPROVED FOR SUBGRANTEE (By Signature)

Name and Title  
BILL BURKE  
ASSISTANT DEPUTY DIRECTOR  
WORKFORCE DEVELOPMENT BRANCH

Unilateral modification. Subgrantee Signature not required.

Name and Title

I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein:

This Agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen. 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance:

*Keretta Lowery*  
Signature of EDD Accounting Officer

*Karen Stet*  
Signature of EDD Contract Officer

WIA SUBGRANT AGREEMENT  
FUNDING DETAIL SHEET

Exhibit AA  
Page 1 of 1

SUBGRANTEE NAME: LOS ANGELES COUNTY

SUBGRANT NO: R692479  
MODIFICATION NO: 03

I. ALLOCATION

FUNDING SOURCE	PRIOR AMOUNT	INCREASE	DECREASE	ADJUSTED ALLOCATION
TITLE I-A: WIA-ADULT				
96156 WIA TITLE I ADULT FORMULA (201) : 07/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417258	\$2,303,643.00	\$0.00	\$0.00	\$2,303,643.00
98286 WIA TITLE I ADULT FORMULA (202) : 10/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417258	\$8,884,249.00	\$0.00	\$0.00	\$8,884,249.00
TOTAL TITLE I-A	\$11,187,892.00	\$0.00	\$0.00	\$11,187,892.00
TITLE I-D: WIA-DISLOCATED WORKERS				
96216 RAPID RESPONSE FOR RA&PGM (540) : 07/01/2005 to 06/30/2006 Prog/Element 61/ 70 Ref 001 Fed Catlg 417260	\$621,415.00	\$0.00	\$0.00	\$621,415.00
98426 RAPID RESPONSE FOR RA&PGM (541) : 10/01/2005 to 06/30/2006 Prog/Element 61/ 70 Ref 001 Fed Catlg 417260	\$621,416.00	\$0.00	\$0.00	\$621,416.00
96206 TITLE I DISLOCATED WORKER (501) : 07/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417260	\$3,061,034.00	\$0.00	\$0.00	\$3,061,034.00
98216 TITLE I DISLOCATED WORKER (502) : 10/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417260	\$7,518,185.00	\$0.00	\$0.00	\$7,518,185.00
TITLE I NAT'L RES. EMERG. (753) STORMS 2005 : 07/01/2005 to 06/30/2006 Prog/Element / Ref Fed Catlg 417260	\$0.00	\$188,988.00	\$0.00	\$188,988.00
TOTAL TITLE I-D	\$11,822,050.00	\$188,988.00	\$0.00	\$12,011,038.00
TITLE I-Y: YOUTH				
96106 WIA TITLE I YOUTH FORMULA (301) : 04/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417259	\$2,939,532.00	\$0.00	\$0.00	\$2,939,532.00
96106 WIA TITLE I YOUTH FORMULA (302) : 07/01/2005 to 06/30/2007 Prog/Element 61/ 00 Ref 101 Fed Catlg 417259	\$8,818,594.00	\$0.00	\$0.00	\$8,818,594.00
TOTAL TITLE I-Y	\$11,758,126.00	\$0.00	\$0.00	\$11,758,126.00
GRAND TOTAL:	\$34,768,068.00	\$188,988.00	\$0.00	\$34,957,056.00

All references are to the Workforce Investment Act of 1998, Title I, unless otherwise noted. For modifications purposes only. All other terms and conditions of this exhibit not included herein remain unchanged.